

# **VACANCY ANNOUNCEMENT**

**ANNOUNCEMENT NUMBER: 2014-16**

**OPEN TO:** All Interested Candidates/All Sources

**POSITION:** Intellectual Property Assistant, FP-08, FSN-08

**OPENING DATE:** August 7, 2014

**CLOSING DATE:** August 28, 2014

**WORK HOURS:** Full-time; 40 hours/week.

**SALARY:** \*Ordinarily Resident (OR): CHF. 100,456 p. a (starting Salary)  
(position grade: FSN-08).

\*USEFM & Not-Ordinarily Resident (NOR): \$45,185 USD p.a.  
(Starting salary- to be determined by Washington) (Position  
Grade: FP-06).

ALL ORDINARILY RESIDENT (OR) APPLICANTS (see Appendix A) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

**Applicant must be a U.S. Citizen**

**A SECRET CLEARANCE IS REQUIRED. APPLICANTS ARE NOT REQUIRED TO POSSESS AT THE TIME OF APPLICATION BUT MUST BE ABLE TO OBTAIN ONE TO BE ELIGIBLE FOR EMPLOYMENT.**

The U.S. Mission in Geneva is seeking an individual for the position of Intellectual Property (IP) Assistant in the Economic & Science Affairs Office.

## **BASIC FUNCTIONS OF POSITION**

Under the direction of the Intellectual Property (IP) Attaché the incumbent is responsible for assisting the IP Attaché in advancing U.S. goals at the World Intellectual Property Organization (WIPO), other United Nations (UN) agencies where intellectual property related issues may arise, and the World Trade Organization (WTO).

### **a) Intellectual Property Office Reporting, Research, and Support**

The incumbent prepares accurate and complete reports on the World Intellectual Property Organization (WIPO) and other official meetings as assigned. In addition, the incumbent conducts research and prepares written reports and briefing materials on assigned WIPO and IP issues, including patents, trademarks, copyrights, geographical indications, genetic resources, traditional knowledge and traditional

cultural expressions, enforcement, and WIPO structure, organization and rules. Sources of information include WIPO officials and documentation, industry and trade association contacts and reports, other stakeholder input, as well as independent analysis. The incumbent maintains close working relationships with a wide range of working and mid-level WIPO officials, trade association and industry contacts, and other stakeholders to gather information and advocate for higher standards of IP protection. Other responsibilities include:

- Attending working level meetings and briefings with the IP Attaché;
- Preparing briefing materials and briefing books for visiting delegations in advance of large meetings/events; and
- Coordinating and providing administrative and logistical support to the IP Attaché and, on occasion, to visiting USG delegations.

## **b) Intellectual Property Program Coordination and Management**

The incumbent monitors and reports opportunities to conduct outreach relating to IP protection and enforcement. The incumbent assists in planning, organizing, implementing, and supporting IP Programs (e.g., conferences, seminars, outreach programs, training, public diplomacy, etc.). Specific responsibilities include:

- Recruiting suitable speakers for conferences;
- Identifying suitable local venues;
- Coordinating logistics and event/meeting schedules;
- Drafting agendas, briefing materials, and talking points as needed;
- Preparing monitoring budgets;
- Supervising contractors; and
- Drafting reports on events.

## **QUALIFICATIONS REQUIRED**

All applicants **must address** each selection criterion detailed below with specific and comprehensive information supporting each item. If you do not address these qualifications in your application you will be considered “unqualified.” You may attach an additional narrative statement if needed.

1. Bachelor’s degree or equivalent in science, economics, marketing, business administration, international trade, law, or other closely related field is required
2. Level 4 (fluent) Speaking/Reading/Writing English is required. Level III (Good working knowledge) French is required.
3. A minimum of 3 years progressively responsible experience in law, business, government or NGO’s in the fields of intellectual property, marketing, trade promotion, economics, international trade or similar field are required.
4. A working knowledge of intellectual property, awareness of U.S. Government approaches on intellectual property, innovation, and/or related concepts, such as international law and WIPO structure, policies, and activities.
5. Excellent skills in interacting with officials and the business community. Superior analytical, research, and writing skills. Ability to work independently when required

and to prioritize and respond to taskings from multiple sources. Office is fast-paced and requires the ability and responsiveness to quickly draft cables or emails summarizing meetings. Secret Clearance is required.

## **SELECTION PROCESS**

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

## **TO APPLY**

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment (UAE) for Locally Employed Staff or Family Member (DS-174) found or eForms (for current employees), by double clicking the icon below or by contacting HR for a copy;



UAE - WORD  
Fillable.doc

OR,

2. A current resume or curriculum vitae that provides the same information found on the UAE (see *Appendix B*); **or**

3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

### **SUBMIT APPLICATION TO**

Human Resources Office  
Insert Address: GenevaHR@state.gov.

### **POINTS OF CONTACT**

Name: Nathalie Chavet (from August 7 to August 15)  
Telephone: 022 749 4872

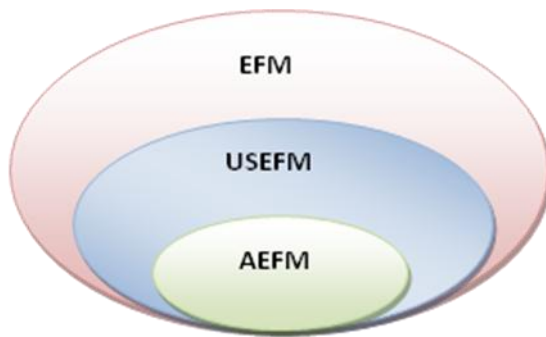
Name: Laurence Furstenberger (from August 16 to closing date)  
Telephone: 022 749 44 27

### **CLOSING DATE FOR THIS POSITION: August 28, 2014**

The U.S. Mission in Geneva provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

## Appendix A DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126](#), Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

## Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the Application for Employment.

**Failure to do so will result in an incomplete application.**

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No*; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No*; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)

- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References